

## BUDGET NARRATIVE

**A. Personnel** – Identify staffing requirements by each position title and brief description of duties for this project. For clarity, list the annual salary of each position, percentage of time, and number of months devoted to the project (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation:  $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312.$ ). A non-federal entity must follow its written entity-wide policies and practices including compensation.

**B. Fringe Benefits** – State the costs of benefits separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate.

**C. Travel** – Staff and/or Participant travel:

- a) International airfare
- b) In-country travel (within the partner country/ies)
- c) Per diem/maintenance, which includes lodging and meals and incidental expenses (M&IE) for both participant and staff travel. Rates of maximum allowances for U.S. travel are available at <http://www.gsa.gov> and foreign per diem rates are available at [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp). Per diem rates may not exceed the published U.S. government allowance rates, however institutions may use per diem rates lower than official government rates.
- d) Staff refers to grantee organization staff only, and not sub-grantee staff or contractors

**D. Equipment** – Provide justification for any equipment purchase/rental, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

**E. Supplies** – List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone:  $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$ ). Organizations that have supplies as part of their indirect cost pool may not charge them to the grant.

**F. Contractual** –

- a) **Subgrants.** For each subgrant, please provide a detailed line-item budget breakdown, using the approved OMB budget format, explaining specific services.
- b) **Consultant Fees.** Costs may include lecture fees, honoraria, travel, and per diem for outside speakers or independent evaluators. List the number of people and rates per day (e.g., 2 consultants x \$150/day x 2 days).

**G. Other Direct Costs** – These will vary depending on the nature of the project. The inclusion of each line item should be justified in the budget narrative. All costs must be allowable, allocable, and reasonable, and consistent with OMB guidelines. Line items such as “Miscellaneous,” “Contingency Fund,” and “Reserve Fund” are not permitted.

**H. Indirect Charges** – See 2 CFR 200.414 “Indirect Costs”

- 1) If your organization has an indirect cost-rate agreement (NICRA) with the U.S. Government, please include a copy of this agreement (apply for U.S. based organizations). Specify if your

organization requires charging the de minimus rate of up to 10% of the modified total direct costs.

- 2) If your organization is charging an indirect rate, please indicate how the rate is applied, e.g., to direct administrative expenses, to all direct costs, to wages and salaries only.
- 3) Do not include indirect costs against participant expenses in the budget, as it generally does not pay for these costs.

**Cost Share/Cost-Effectiveness** – Cost sharing or matching refers to a portion of project or program cost that is not borne by the federal Government. Cost sharing is not required and will not be used as a factor in proposal evaluation. For any cost share included, please provide an explanation of the contributions, whether cash or in-kind. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding amount to be provided by those sources. In addition, it is recommended that budget narratives address the overall cost-effectiveness of the proposal, including leveraging of institutional or other resources. Grantees must follow cost sharing or matching policy as stipulated in 2 CFR 200.306. Cost sharing amounts proposed will be incorporated as part of the allowable budget items. **If selected for an award, your organization will have to provide the minimum amount of cost sharing as stipulated in the budget approved by the Grants Officer. If your organization does not meet its cost share amount stipulated in the approved budget by the end of the period of performance, PAS will have the option to (1) reduce its contribution in proportion to your organization's contribution in the event that you do not provide the minimum amount of cost sharing stipulated in the budget or (2) hold your organization accountable for the amount specified in the approved budget.**

**Miscellaneous Costs:** these costs will be no allowed for PD Small Grant Programs. Leave this field in blank.